



Michael R. Pence, Governor
Mary Beth Bonaventura, Director

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Date: November 1, 2015

To: MaGIK Users

From: Mary Beth Bonaventura, Director
Jane Bisbee, Deputy Director of Field Operations
Reba James, Deputy Director Permanency and Practice Support
Wade Hornbacher, Deputy Director of Legal Operations
Department of Child Services (DCS)

Subject: Review of Child Case Record
DCS-15-02

DCS will ensure caregivers and prospective adoptive parent(s) have the opportunity to review case record information of the identified child as outlined by statute. The review of the case record will occur in the local county office with jurisdiction.

Current Caregivers with Placement of the Child:

Per [IC 31-27-4-21](#), all caregivers with current placement of the child will have the opportunity to review the specific child's redacted case record, which includes but is not limited to the child's:

1. DCS generated reports, 310/311 (with report source redacted);
2. Individual Education Plan (IEP), 504 Plan, and/or any school records the school provides to DCS;
3. Mental health records;
4. Health records (e.g., birth records, immunizations, ongoing health, dental and eye exam/records); and
5. Pictures that do not disclose identifying information of other family members.

Per [IC 31-19-17-3](#), information to be redacted from the child's case record includes report source and identifying information of other children (not involved in this placement) and biological parents.

Identifying information ([IC 31-9-2-54](#)) includes:

1. First and last names;
2. Dates of birth;
3. Addresses;
4. Phone numbers;



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5. Names of service providers/agencies;
6. Names of prior schools attended not related to the current placement or the prospective adoptive child; and
7. Social Security Numbers ([IC 4-1-10-3](#), [IC 4-1-10-4](#), [IC 4-1-10-5](#)).

Prospective Adoptive Parents:

Prospective Adoptive Parent(s) who have not completed the preparation process for adoption may view the child's picture and a brief summary which includes non-identifying information (e.g., picture book and website)

Prospective Adoptive Parent(s) who are licensed and/or Special Needs Adoption Program (SNAP) recommended or have been selected by the local DCS office for further consideration as a possible match for the identified child can review the redacted child summary.

Prospective adoptive parents with current placement of the child to be adopted are able to request copies of the case record available to current caregivers, as described above.

Note: DCS practice is to redact identifying information prior to case record review even in the event that the prospective adoptive parent(s) are familiar with or have met the biological family.

Questions regarding this letter should be discussed with local office management. If further clarification is needed, contact the DCS policy box at DCS.Policy@dcs.in.gov

Sincerely,

Mary Beth Bonaventura, Director



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